



## MEMORANDUM

DATE: March 21, 2006

TO: Departmental Bilingual Services Coordinators

FROM: State Personnel Board – Bilingual Services Program (BSP)

SUBJECT: BSP MEMORANDUM 06-02  
2005-06 LANGUAGE SURVEY DEADLINE REMINDER

This memorandum is to remind you that the 2005-2006 Language Survey package is due March 31, 2006. However, since March 31<sup>st</sup> is a state holiday, the package is now due April 3, 2006. The Language Survey package should include all of your survey data information with supporting documentation and the completed Compliance Report.

To assist you in identifying the documents that you need to submit use the Language Survey Checklist. The checklist is located at the State Personnel Board (SPB) web site, Bilingual Services link at: <http://jobs.spb.ca.gov/langsurvey/handouts.cfm?>. Please print a copy of the checklist, review it and ensure you include all the required documents with your department's Language Survey package. Once you have completed the checklist, please sign it and submit it with your package.

If you need assistance with accessing the checklist or identifying the documents, please contact your department's BSP analyst as soon as possible. You may also call the BSP Unit at (916) 651-9017/TTY (916) 651-8782.